

[admin](#), [portal](#), [logins](#)

Accessing Student Portal Administration

Please remember these important facts when working in the SIS.

The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary.

Always use secure methods of password retrieval and when distributing them to SIS users.

I. Set Password Policies

- Step 1. **Administration» Settings» Policies**
- Step 2. Choose the 'security' group
- Step 3. Policy number 7 allows you to decide if you want to require **Strong** security or medium security passwords

Policy ID	Policy Name	Page	Format	Value	Default
1	Student LOGIN ACCOUNT creation format.	studentloginformat	studentloginformat	[schoolemail]	All
2	Student DEFAULT PASSWORD format.	studentpwformat	studentpwformat	[upperlastname][loweri]	All
3	Should students be REQUIRED to CHANGE their PASSWORD the first time they log in?	studentchangePW	studentchangePW	<input checked="" type="radio"/> Yes	All
4	Do you want users to ONLY see the LINKS they have ACCESS to?	menuhidesdisallowed	menuhidesdisallowed	<input checked="" type="radio"/> Yes	All
5	Store staff passwords encrypted?	encryptstaffpasswords	encryptstaffpasswords	<input checked="" type="radio"/> No	All
6	Should students be able to use their SSID, LOCALID, OR LEGACYID for a USERNAME and their TEACHER'S LAST NAME for a PASSWORD, instead of a more secure, but more difficult option?	insecurepubliclogin	insecurepubliclogin	<input checked="" type="radio"/> No	All
7	Let students use PASSWORDS of MEDIUM STRENGTH INSTEAD OF requiring COMPLEX, STRONG PASSWORDS?	allowmediumpw	allowmediumpw		All

- Step 4. Secure passwords include those that have the following:
 - 8 characters long
 - Have at least one capital letter
 - Have at least one lowercase letter
 - Have at least one number
 - Have at least one symbol (*&^%\$! etc.)

Set the policy and save

II. Administration View of Student Passwords

- Step 1. Admin» Settings» Security » Security
- Step 2. Choose Define Users

The screenshot shows the 'Security Administration in milestone' dashboard. The navigation bar includes 'Admin', 'Reports', 'Academies', 'Teachers', 'Portal', and 'Help'. The main content area lists several administrative tasks:

- List of Publicly Available Pages**: Lists the pages which are available to be viewed by the public.
- Staff Information**: List of staff members.
- Define Security Groups**: Create and manage security groups.
- Student Logins / Users**: Manage Student Login Accounts
- Parent Logins / Users**: Manage Parent Login Accounts
- Define Users**: Define users: place users into security groups (This link is circled in red).
- Automated Setup for Logins/Passwords**: Create and email account information to select
- Deletion Log**: Searches for records of deletions within a logfi

- Step 3. Choose the appropriate settings needed

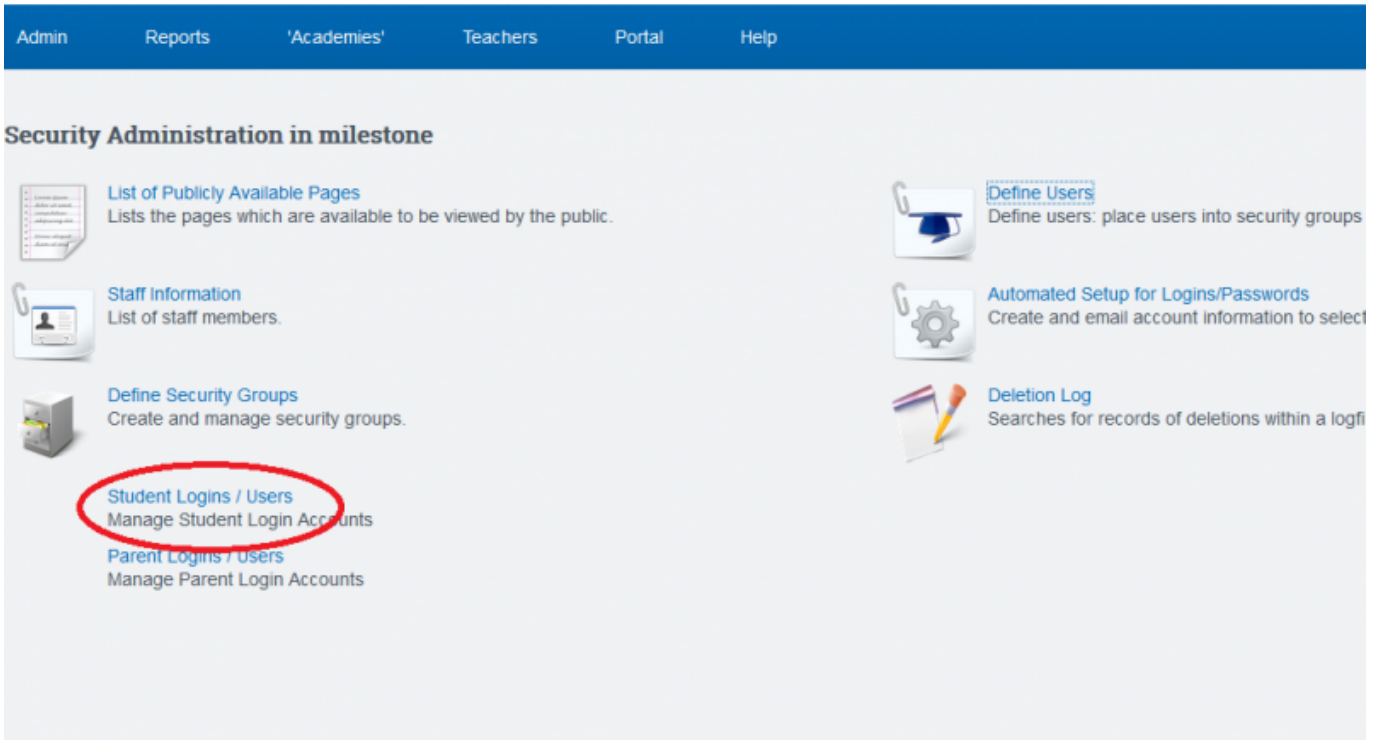
The screenshot shows the 'Define Users in milestone' configuration page. The navigation bar includes 'Admin', 'Reports', 'Academies', 'Teachers', 'Portal', and 'Help'. The main content area includes the following settings:

- Show User Accounts of Type?** (Select more boxes, get more results)
 - Staff Accounts
 - Pubhouseholds Accounts
 - Parents Accounts
 - Students Accounts
 - Unlinked Accounts
- Filter Accounts by Search?**
 - Input field: Login Name or User Name
- Account Options?**
 - Only Active Accounts
 - Only Disabled Accounts
 - Both Active & Disabled Accounts
 - Only Human Accounts
 - Only Non-Human Accounts
 - Both Human & Non-Human Accounts
- Update** button

- Step 4. This will generate a list of students to view. Click Set Details to change password, username or account expiration

ALTERNATE OPTION

- Step 1 Admin» Security» Security» Security
- Step 2 Choose Student Logins to view user information



III. Student Login Page

The teachers often are the ones who need access to tell their students the login info.

- Step 1. Go to Teachers» Logins
- Step 2. Check either the box at top to show all passwords or the box next to the individual name to show student password

Currently showing 8 records for teacher Higgins, Marianna as of 02/23/2016.

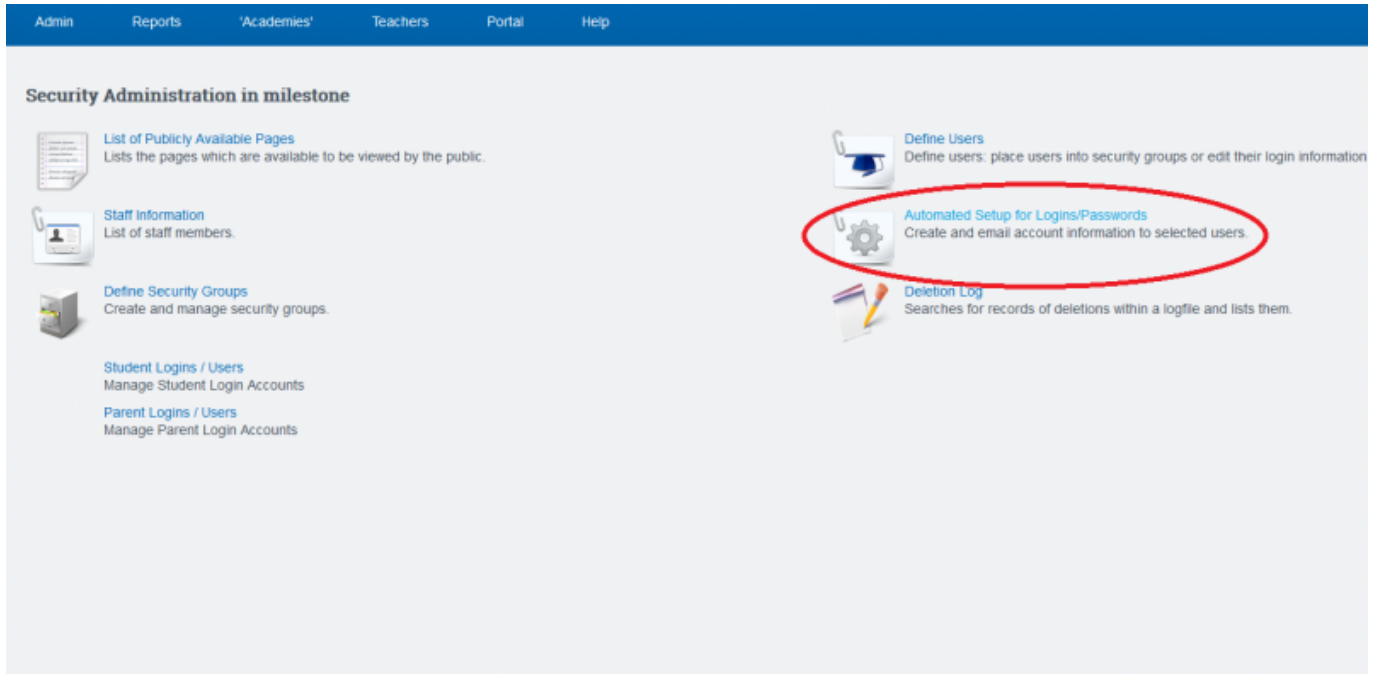
Show All Passwords:

								Public Household				
Email	Login/Pass	Last Login	Student Name	Grade	Program	Start Date	Exit Date	<input type="checkbox"/> Lastname	Login/Email/Pass	Status	Emails Sent	Confirmation
[No Email]	<input type="checkbox"/> 72128	-	Ashcroft, August	2	Independent Study	11/16/2015	Current	This student is not attached to a household.				
[No Email]	<input checked="" type="checkbox"/> 78317	-	James, Harry	KN	Independent Study	11/11/2015	Current	This student is not attached to a household.				
[No Email]	<input type="checkbox"/> 75493	-	Kilian, Ellisa	2	Independent Study	11/16/2015	Current	This student is not attached to a household.				
[No Email]	<input type="checkbox"/> 10655	-	Kusi, Isa	10	Independent Study	01/04/2016	Current	<input type="checkbox"/> Kusi	<input type="checkbox"/> anakuisi@mailinator.com		Invite Sent: 02/16/2016	
[No Email]	<input type="checkbox"/> 89962	-	Lesange, Kim	6	Independent Study	11/09/2015	Current	This student is not attached to a household.				
[No Email]	<input type="checkbox"/> 18763	-	Ludlow, Tristian	10	Independent Study	11/09/2015	Current	This student is not attached to a household.				
[No Email]	<input type="checkbox"/> 19857	-	Smith, Jamie	1	Independent Study	11/09/2015	Current	This student is not attached to a household.				
[No Email]	<input type="checkbox"/> 58618	-	Tinerion, Scarlett		Independent Study							

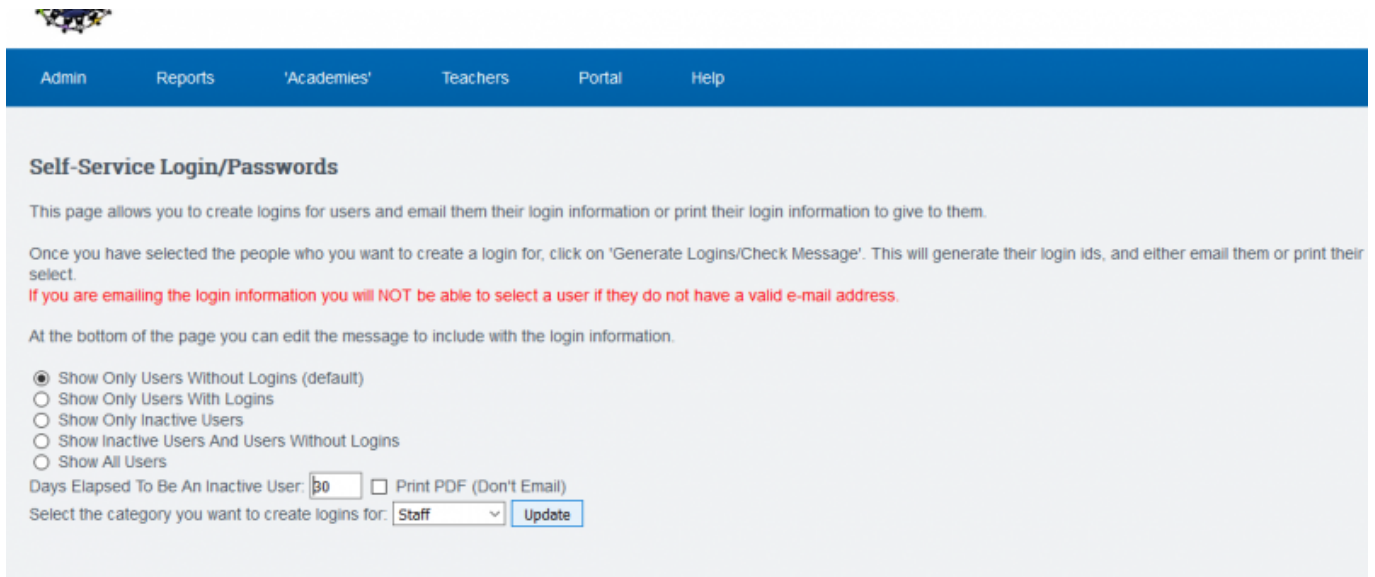
Send Password Resets Emails Send Re-Invite Household Emails Send Returning Household Emails Send Missing Data Reminder Emails

IV. Automated Setup for Logins/Passwords

- Step 1. Go to **Admin» Settings» Security» Security**
- Step 2. Choose Automated Setup for Passwords



- Step 3. Choose the options appropriate for what you're searching for and click update



- Step 4. Check off users to Generate User Logins for.
- Step 5. Click Generate Logins/ Check Email Message

1	Bradburn, James	Teacher	
2	James, John	Teacher	
3	James, Mary	Teacher	
4	James, Tony	Teacher	
5	Ludell, Sandy	Teacher	
6	Philly, Tom	Teacher	
7	Schlegel, Alan	Teacher	
8	Seagram, Thomas	Teacher	
9	Staff, John	Teacher	
10	Staff, John	Teacher	
11	Staff, John	Teacher	
12	Staff, John	Teacher	
13	Staff, Jane	Teacher	
14	Staff, Jane	Teacher	
15	Staff, Jane	Teacher	
16	Staff, Jane	Teacher	
17	Staff, Tom	Teacher	
18	Staff, Tom	Teacher	
19	Teacher, Sally	Teacher	
20	Test, Test	Teacher	
21	Teacher, Goodbook	Teacher	
22	Weyrick, VW	Teacher	

Check All
 Check All Without Logins
 Check All With Logins

- Step 6. Generate Logins and Email to Selected

Admin Reports Academies Teachers Portal Help

This is an example of the message which you will be included with the new logins.
Go back if this is not the correct message!

Letter to parents

February 24, 2016 11:33pm

Dear John Doe,

Your participation in the education of your child can make a big difference in their success. We hope you take advantage of the portal system to view student assignments and grades.

This email provides you a link to the Milestone Prep Academy Student Portal. Use the login information below to gain access to the system. You will be required to change your password the first time you access the system.

Start the process by clicking on this link
<https://milestone.ptais.com/mod.php/login.php>
 If the link does not work here is the url:
<https://milestone.ptais.com/mod.php/login.php>.

Your username is:
 juser1
 Your temporary password is:
 supersecret5!

If you have any questions or have difficulty logging in, please call the school for assistance: 530-249-2001

Thanks for accessing the Portal!

Sincerely,
 Milestone Prep Staff

To:

From:
<https://schoolpathways.com/knowledgebase/> - **School Pathways Knowledge Base**

Permanent link:
<https://schoolpathways.com/knowledgebase/doku.php?id=plsis:adminstudentportal&rev=1485289900>

Last update: **2017/01/24 20:31**